



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Evidence Technician
Class Code Number	6160

General Statement of Duties

Performs a variety of skilled technical duties in the collection, analysis, and maintenance of criminal evidence; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform a variety of skilled technical duties in the collection, analysis, maintenance, and documentation of crime scenes and physical evidence. The work is performed under the supervision and direction of an assigned Police Captain, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over assigned support staff. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment, with frequent visits to a variety of field sites.

Examples of Essential Work (Illustrative Only)

- Identifies, secures, processes, and documents crime scenes, including collecting and identifying physical evidence, establishing parameters, photographing and video-taping as required, processing for fingerprints, preparing scene sketches as required, and preparing a suspect composite sketch from witness testimony;
- Processes items for fingerprint evidence and compares fingerprints to establish identification, including processing collected evidence items, comparing fingerprints to known individuals to confirm or reject as contributor, and inquiring, utilizing ALPS/AFIS database, to attempt identification of developed fingerprints when suspect is unknown;

- Drafts accurate and comprehensive reports and testifies in court as required, including documenting crime scene and/or evidence work in complete detail through written reports and providing concise expert testimony in court regarding investigation and report;
- Prepares evidence for submittal to outside agencies or labs for analysis, including packaging, securing, and preserving evidence items, preparing required forms, and submitting forms with evidence to labs;
- Administers daily paperwork distribution and maintains inventory, including distributing reports from outside agencies or labs, delivering film and photograph negatives to processor, maintaining inventory of evidence supplies, and researching and obtaining bids for purchase of needed inventory supplies;
- Participates in the maintenance and release of evidence and property, including accepting, logging in, securing, destroying/disposing according to established guidelines, and releasing items of evidence to or from allied agencies and the general public;
- Provides training and technical assistance to co-workers, including providing instruction on proper evidence collection and maintenance techniques;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of applicable Federal and State codes, guidelines, procedures, and regulations;
- Thorough knowledge of current forensic methods and techniques used in the collection, analysis, evaluation, preservation, and presentation of physical evidence;
- Thorough knowledge of modern still and video photography techniques and equipment;
- Thorough knowledge of the techniques and procedures used in developing, collecting, and analyzing fingerprint evidence;
- Substantial knowledge of basic biology, physics, anatomy, and chemistry;
- Ability to conduct complex criminal evidence collection and analysis;
- Ability to photograph and videotape crime scenes, traffic collision scenes, and develop latent and patent fingerprints, tire tracks, and tool marks;
- Ability to develop black and white 35mm film;
- Ability to compare unknown fingerprints to known individuals;
- Ability to prepare charts and detailed sketches of crime scenes;
- Ability to conduct and interpret chemical analyses of possible controlled substances;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;

- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Associate's Degree in a related field; and
- Some (one to three years) crime scene processing experience.

Required Special Qualifications

- Valid Class C California State Driver's license;
- Successful completion of the California Department of Justice Evidence Course.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a computer, telephone, and related examination tools and equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent visits to a variety of field sites.